



Manager's Kit

A guide to Recruitment And Selection
under RESUMI X



Civilian Human Resource Management Agency

Civilian Personnel Operations Center
Recruitment Services Division

Table of Contents

● RESUMIX for Managers Overview.....	2
● Roles and Responsibilities.....	3
● How the Process Works.....	6
● Required and Desired Skills/Unique Requirements.....	8
■ Sample Bullet Form (Skills).....	9
■ Sample Narrative Form (Skills).....	10
■ Sample Unique Requirements.....	11
● Interviewing Tips.....	12
● Sample Non-selection Letter.....	14
● Skills Criteria/Requirements Form.....	15

RESUMIX For Managers Overview

The Civilian Human Resource Management Agency (CHRMA) has implemented an automated ranking and referral system which is designed to streamline the candidate ranking and referral process and reduce the time it takes to fill vacancies in U.S. Army, Europe (USAREUR).

The new automated system, RESUMIX, uses state-of-the-art optical character recognition, and image processing to read resumes, and extract and store applicant skills. The system's artificial intelligence extracts job qualifications and other personnel data to match applicants with vacancies. This automated system establishes a "level playing field" where the same requirements apply consistently to all applicants. Through this technology, the Civilian Personnel Operations Center (CPOC) will process resumes and issue referral lists more quickly than previously experienced.

A smooth transition to the RESUMIX system will require a few changes on the part of all key players. These changes in roles and responsibilities are discussed on pages 3 - 5 of this brochure. Information on how the process works is covered in pages 6 & 7.

Additional information or assistance on recruitment matters is available from a personnel specialist at your local Civilian Personnel Advisory Center (CPAC).

APPLICANT

All applicants (both internal and external) must now submit a two-page, business-style resume, and a separate one-page supplemental sheet, to file for all US position vacancies in the USAREUR serviced area. There is no longer a requirement to submit a separate resume for each vacancy announcement. Only one resume is required. Each applicant will receive notification confirming receipt/processing of their resume.

Resumes will no longer be rated upon receipt. Rather, they will be rated only when an actual vacancy occurs and the applicant meets the management-identified skills required for the position. The pre-positioned Resumes will be maintained in the data base for a maximum of one year.

To be considered for vacancies, applicants must indicate interest by **“self-nomination”**. Applicants self-nominate by notifying the CPOC by email, our website, or fax, by the closing date of each announcement. Only one “self-nomination” is required for Open Continuous Announcements. RESUMIX will not be used for positions advertised under Delegated Examining (DEU), and DA Civilian Career Evaluation System (ACCES).

MANAGER/SELECTING OFFICIAL

The selecting official begins the process by submitting the recruitment request to the personnel specialist, at the local CPAC, just as is done today. The only thing new in this process, is that the **“REMARKS”** section of the request must now contain **3 to 5 “Required” and/or “Desired” skills**.

After the candidate search process has been completed, the selecting official will be provided a referral list and copy of each highly qualified applicant’s resume. The selecting official may then contact the applicants for interview, if desired.

MANAGER/SELECTING OFFICIAL (Cont.)

If an email address is provided with the recruitment request, the CPOC will transmit the referral list and resumes via email. However, if an email address is not available, the referral list will be sent to the servicing CPAC personnel specialist who will provide the documents.

Selecting officials have the right to select from different recruitment sources (e.g., In-service, Family Members, Transfer, NAF/CIPMS Interchange, Reinstatement, 30% Disabled Veteran, VRA, or applicants filing under a Delegated Examining Unit (DEU) announcement). Selecting officials must indicate the source(s) desired on the recruitment request.

Once selection is made, selecting officials are responsible for notifying all non-selected applicants. Manager will sign the certification statement "I certify that non-selection letters have been sent" on the referral list. A sample non-select letter is included in this kit.

The completed referral list will be returned to the CPAC for verification of the selectee's employment eligibility. **The CPAC will extend the official job offer** to the selectee and begin the in-processing.

CIVILIAN PERSONNEL ADVISORY CENTER (CPAC)

The CPAC staff will continue to provide guidance and assistance in determining recruitment strategies, applicant sources, and other personnel related matters. The CPAC staff will verify the selectee's eligibility and ensure all legal and regulatory requirements are met. Once this process is completed, **the CPAC will extend the official job offer** to the selectee and begin the in-processing.

CIVILIAN PERSONNEL OPERATIONS CENTER (CPOC)

The CPOC receives resumes directly from applicants. They scan and verify resumes and process self-nominations from interested applicants. A Notice of Receipt/Processing of the resume will be provided.

CPOC clears Priority Placement Program on all recruitment actions.
CPOC coordinates directly with the selecting official, to refine the candidate search criteria, issues the referral list, finalizes the recruitment action, and forward appropriate documents to finance.

SELECTING OFFICIAL
<ul style="list-style-type: none">- Reviews the Manager's Recruitment & Selection Kit- Updates or develops the Job Description (JD), as necessary- Discusses recruitment strategies with the CPAC Personnelist- Determines the required and desired skills of the position- Completes SF-52, Request for Personnel Action, or PERSACTION includes Job Search Criteria (Required/Desired Skills) and JD- Obtains approval and forwards complete Personnel Action to CPAC- Determines Area of Consideration
CIVILIAN PERSONNEL ADVISORY CENTER (CPAC)
<ul style="list-style-type: none">- Reviews SF-52 for completeness- Discusses recruitment strategies with manager- Forwards complete Personnel Action to CPOC
CIVILIAN PERSONNEL OPERATIONS CENTER (CPOC)
<ul style="list-style-type: none">- Reviews Position Description and Job Search Criteria- Develops and distributes vacancy announcements- Receives and tracks self-nominations from applicants- Initiates resume search- Reviews candidates for qualifications, time-in-grade restrictions, etc., prior to generating referral list- E-mails referral list with resumes to manager and CPAC- Establishes case file
SELECTING OFFICIAL
<ul style="list-style-type: none">- Receives referral list and resumes from CPOC/CPAC- Schedules and conducts interviews, as necessary- Makes selection/alternate selection- Retains merit factors and reason for selection/Annotates referral list with clear reason(s) for candidate declination or non-availability- Forwards referral list to CPAC- Sends non-selection letter to those referred but not selected

CIVILIAN PERSONNEL ADVISORY CENTER (CPAC)

- Distributes vacancy announcements to employees and applicants
- Forwards referral list and resumes to the selecting official
- Receives referral list with selection from management
- Verifies preemployment conditions have been met (e.g., license, security clearance, eligibility, preference entitlement, etc.)
- Makes official offer and coordinates entrance on duty (EOD) date
- Coordinates inprocessing procedures with selectee, gaining and losing organizations and CPOC
- Forwards referral list and other required documents to CPOC

CIVILIAN PERSONNEL OPERATIONS CENTER (CPOC)

- Finalizes case file, updates automated system, and completes Personnel Action and forwards documents to finance office

Required And Desirable Skills

REQUIRED SKILLS
These are job-related skills which applicants <u>must possess</u> to successfully perform the duties of the position within a reasonable period of time (i.e., 90 days).
DESIRED SKILLS
Job-related skills that are desired but not required for successful job performance, i.e., can be learned.

Skills or experience statements may be expressed in “bullet” or narrative form.

For example, to fill a Secretary position the recruitment request may show the following “bullets” in the remarks section of the personnel action: "MARKS", Travel Arrangements (required); Microsoft Word, Power Point, Excel (desired)".

All skills listed on the recruitment action will be used in the candidate search process to identify all candidates with matching skills. All skills listed must be supported by the duties and responsibilities identified in the job description.

IMPORTANT! You must protect the confidentiality of the required and desired skills. This information is the candidate evaluation criteria.

Depending on the results of the candidate search, it may be necessary for the CPOC specialist to contact you or your POC to refine the desired and required skills. This may occur when the skills identified produce too many or too few candidates.

Required And Desirable Skills (Bullet Form)

SAMPLE OPTIONAL SKILLS SEARCH CRITERIA SHEET

REQUIRED SKILLS

Briefly describe in narrative or bullet form specific job related skills applicants must possess to successfully perform duties of this position within a reasonable amount of time (i.e., 90 days). Applicants who do not meet these criteria will not be referred.

1. MARKS

2. Schedule Calendar

3. Travel Arrangements

4. _____

DESIRED SKILLS

Applicants who meet the required skills criteria may also be ranked according to the number of desired skills that they possess. This ranking process may be used to establish a cut-off point from which to refer only the best qualified candidates. List job related skills that are desirable, but not required for successful job performance (i.e., can be learned on-the-job).

1. Microsoft Word

2. Power Point

3. Excel

Required And Desirable Skills (Narrative Form)

SAMPLE OPTIONAL SKILLS SEARCH CRITERIA SHEET

REQUIRED SKILLS

Briefly describe in narrative or bullet form job related skills applicants must possess to successfully perform duties of this position within a reasonable amount of time (i.e., 90 days). Applicants who do not meet these criteria will not be referred. .

1. Applicant must be able to perform civil engineering duties which
2. Involve planning and directing one or more construction projects
3. Reviewing and interpreting construction plans and specifications
4. Construction Contract Management

DESIRED SKILLS

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1. Conduct negotiation meetings and make presentations
2. Conduct inspections and review job safety
3. Coordinate and schedule work tasks
4. Process change orders

UNIQUE POSITION REQUIREMENTS NOT LISTED ON SF-52

(Physical Requirements, Security Clearance, Frequent Travel, etc.)

Secret Security Clearance

IMPORTANT: Be sure to attach a copy of the SF-52 and Official Position Description. If submitting your request electronically through PERSACT, you do not need to submit this form. Instead, you may list your Recruitment Strategy, Skills Criteria, and email address in the Notes section of the electronic SF-52.

ADDITIONAL INFORMATION

Selecting Official's email address: ihire@hqusareur.army.mil

DSN No. 379-9860

Fax No. 379-9983

List the Recruitment Sources you wish to consider. Your local CPAC representative can provide assistance in selecting the most appropriate recruiting source(s) to fill your position: Inservice only within the commuting area.

Will Relocation Expenses be paid if selectee is outside your commuting area?
Yes or NO

REVIEW THE FOLLOWING PRIOR TO CONDUCTING INTERVIEWS

DO's	DON'Ts
<ul style="list-style-type: none"> ☺ Schedule the same amount of time for each interview. Allow yourself time between interviews to record ratings and complete notes. ☺ Allow candidates time to read the job description before the interview. This saves time for you and avoids any appearance of administering a speed reading test. ☺ Welcome the candidate and explain the interview process. ☺ Discuss any unusual working conditions, i.e. shift work, overtime, frequent travel, etc., with the candidate before the actual interview. State these up front as conditions of employment. ☺ Ask each candidate the same set of questions. Document the results of the interview. The interview process, along with other evaluation factors, help determine the best candidate for the position. ☺ Compare all candidates on the same basis. Review the total picture after you have completed all interviews. ? Keep your interview questions, and selection notes. 	<ul style="list-style-type: none"> ☹ Don't interview or promise to interview anyone who is not listed on the referral list. ☹ Don't make promises to candidates or assumed potential candidates. ☹ Don't use acronyms or local terms. ☹ Don't ask questions that do not distinguish between candidates, such as "Why do you want this job?" ☹ Don't use multiple part questions. ☹ Never indicate you have already made a selection before all interviews are completed. ☹ Don't ask personal questions, e.g., is your spouse in the military, do you have children, do you make coffee, or how old are you? These are not job-related questions. ☹ Don't ask test questions or give hypothetical situations, i.e., "What would you do if...?" ☹ Avoid questions with only yes or no answers. ☹ Don't use terms such as, "girl", "gal", "boy", "dear", etc.

Interviewing Tips(Cont.)

REVIEW THE FOLLOWING PRIOR TO CONDUCTING INTERVIEWS

DO's	DON'Ts
☺ Avoid the “Halo Effect”. Don’t weigh your decision on a single accomplishment, association with a particular group, the college attended, etc. Avoid stereotyping candidates	☹ Don’t assume an accent to be a liability. ☹ Don’t assume men can, women can’t (lift, travel, etc.). ☹ Don’t inquire into views on politics, civil rights, religion, etc.

**THIS IS A SAMPLE NONSELECTION LETTER
YOU MAY USE IT AS IS, MODIFY IT, OR WRITE YOUR OWN
IT IS PROVIDED ONLY AS A GUIDE**

Organization/Office Symbol
Unit #
APO AE (Zip Code)

Ms Jane K. Doe
USAREUR Address
APO AE (Zip Code)

Dear Ms Doe,

Your name was referred for consideration in filling the position of (Title/Series/Grade). I selected (Name of selectee). The quality of candidates referred for this position made the selection process very challenging and gratifying.

Thank you for the opportunity to consider you. If you have any questions about the selection, please feel free to give me a call at (Commercial telephone number). I wish you success in your pursuit of (employment or advancement) with US Army, Europe.

Sincerely,

I. Will Hire
Selecting Official

OPTIONAL SKILL SEARCH CRITERIA SHEET**REQUIRED SKILLS**

Briefly describe in narrative or bullet form specific job related skills applicants must possess to successfully perform duties of this position within a reasonable amount of time (i.e., 90 days). Applicants who do not meet these criteria will not be referred.

1. _____
2. _____
3. _____
4. _____

DESIRED SKILLS

Applicants who meet the required skills criteria may also be ranked according to the number of desired skills that they possess. This ranking process may be used to establish a cut-off point from which to refer only the best qualified candidates. List job related skills that are desirable, but not required for successful job performance (i.e., can be learned on-the-job).

1. _____
2. _____
3. _____
4. _____

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 (Physical Requirements, Security Clearance, Frequent Travel, etc.)

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Selecting Official's email address: _____ phone No. _____
 Fax No. _____

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